

COUNTY OF SACRAMENTO DEPARTMENT OF COMMUNITY DEVELOPMENT BUILDING PERMITS & INSPECTION DIVISION

How To Obtain A Building Permit for a Manufactured Home



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Manufactured Homes Plan Submittal List

	Accepted: Date	Initials
Type of Use (please check the use that applies to your manufac	tured home)	
Primary Dwelling (first dwelling on property).		
Accessory Dwelling (second dwelling on parcel).		
Medical Hardship Dwelling (temporary use allowed with approval of Planning	Department with conditions)	
Construction Site Dwelling (for temporary occupancy during construction of Mobile to be removed as a condition of final).	dwelling, requires a valid dwe	lling permit.
Other, please explain desired use		
Provide two sets of the following support system information	<u>1:</u>	
Marriage line detail. Show spacing of piers and design weights, use RAD information is floor plan specific and can be obtained from the manufacturer of		for statistics. This
Foundation line drawing ("As-Built" drawing). Show support spacing of Support spacing on girders can be found in the manufactured home builded downs, pad sizes, and weights carried on pads for marriage lines only.		
Engineered support system. This is the product you will use to support engineering about their products.	this home. The manufactur	ers have prepared
Tie down system engineering is required, if tie downs are being used. The support systems that are not engineered as permanent foundation systems.	ey are typically required on n	nanufactured home
Provide three sets of the following documentation for your project		
Plot Plan. Show all structures on parcel, setbacks, and setbacks between structure applicable.	ures. Show location of well and	d septic if
Clearances from Other Departments. Our Permit Office staff will route your pl anything from you or have any further questions about your project. You may ha you wish, although it is not necessary. We will contact you, if, during the rout department.	and carry your project to the o	ther departments if
Provide the following documentation		
Fire Letter. A certificate of release from the local Fire District shall be obtaine show any conditions required by the Fire Department.	d before issuance of a building	ng permit. This will
School Fee Letter. Obtain a school fee letter from the local school district. This district. Note: The form can be obtained from Permit Office staff, who will ver mobile home, which must be provided to the school.		
Forms for California State Department of Housing and Community Deve Foundation Systems. Fill out HCD forms 433A and 433B (BID# 0974 and 09 and the State of California.		
Postal Money Orders. A postal money order or cashier's check (with no expiration of the Housing and Community Development based on \$11.00 per each transportation.)		

This is not a complete list of all required submittals, and additional information may be required after plan review. Other departments and agencies may have to review and approve plans before permits can be issued. Environmental Heath Division approval is required in Sacramento County for septic systems, water wells, and noise variances for residential pool equipment and air conditioning units.

page.

expiration or void date) payable to the County of Sacramento based on \$9.00 for the first page and \$3.00 for each additional

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COUNTY OF SACRAMENTO DEPARTMENT OF COMMUNITY DEVELOPMENT BUILDING PERMITS & INSPECTION DIVISION

INSTALLATION REQUIREMENTS FOR MANUFACTURED HOMES MOBILE HOMES INSTALLED ON A SUPPORT SYSTEM

BACKGROUND

On July 20, 1994, legislation was signed adding two new requirements to the installation of mobilehomes and manufactured homes, installed without a permanent foundation system. The operative date of the legislation is September 20, 1994.

SB750 added section 18613.4 to the Health and Safety Code. It requires an installation to include *tiedowns* of sufficient number to resist a wind load of fifteen pounds per square foot of wall area to include *mechanical connections* that anchor the home to *concrete or steel piers* supporting the home and also *anchoring the piers to their supporting pads* (footing).

Specific regulations can be found in Title 25 of the California Code of Regulations, sections 1002, 1020, 1320, 1326, 1336, 1336.1, 1336.2 and 1336.3.

TIEDOWN SYSTEMS

A tiedown system must be installed on a home initially installed (or reinstalled) on a lot anywhere in California. Tiedowns must be listed by a testing agency and used in sufficient numbers on each side of the home to resist wind loads of fifteen pounds per square foot of sidewall (or the manufacturer's listed design load of the home, whichever is greater). The design load is provided on the date plate permanently attached to the home.

An engineered tiedown system may be used when designed to meet the referenced load criteria. Full specifications of the engineered system must be included with the permit application.

Two tiedowns shall be installed at each end of each individual section of the home. They shall be of equal capacity to the tiedowns installed on the sides of the home. Endwall or corner tiedowns shall be installed at a **45-degree angle** (in the plan view).

Tiedown assemblies must be listed by an approved testing agency. The listing will provide the **working load** that the assembly has been found to be capable of sustaining for a specific type of soil. Unless otherwise indicated, assume type 5 soil, with a working load of 1000 pounds per square foot. (See table 18-I-A of the 1997 Uniform Building Code page 1-175 for information on other soil types).

DETERMINING NUMBER OF SIDEWALL TIEDOWNS

Divide the total square footage (windload) by the working load of the tiedown assembly. Round the number up to the next highest. This will provide the number of tiedowns required for one side (in addition to the two end tiedowns).

ATTACHING TIEDOWN ASSEMBLIES TO MOBILEHOME

For a new home, refer to the manufacturer's installation instructions. When the home is not new, install the tiedowns as follows:

- 1. Space the tiedowns as evenly as possible along the sides and ends, while avoiding all underground utilities.
- 2. Place one tiedown within two feet of the end of each side and at each end of the home.
- 3. Connect the tiedown to the home by wrapping the strap around a main structural member (girder) and removing the slack with the tensioning device. Modification of the home or the tiedown assembly to accomplish attachment is prohibited.
- 4. Tiedown straps should be at a 45 or 50 degree angle, between the point of attachment (girder) and

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the tensioning device.

- 5. The tiedown assemblies shall be located so that they do not interfere with the skirting installation.
- 6. Assembly equipment exposed to weathering shall have a resistance to weather deterioration at least equivalent to that provided by a coating of zinc on steel.

PERMIT REQUIREMENTS

When you apply for a permit to install a mobilehome, or manufactured home, you must *comply with minimum mobilehome* installation requirements. Refer to BID Form #307B. In addition you must provide:

Installation instructions from the manufacturer that include use of tiedowns; and installation instructions for listed tiedown assemblies; or plans and specifications for a tiedown system designed and wet-signed by an engineer or architect.

INSTALLATION INSPECTION

A written statement must be provided at the time of inspection, stating that; "Those portions of the tiedown system installed below grade,

- (1) Were not damaged prior to, or as a result of this installation,
- (2) Were not modified prior to or during the installation,
- (3) Were installed in accordance with the terms of their listing or engineered plans, as applicable.

Provide a copy of the maintenance instructions for the tiedown system, in the home for the owner. Provide copies of any engineering for the owner.

MECHANICAL CONNECTIONS

Support systems consisting of *metal piers or concrete piers* (not concrete block support systems) must include mechanical connection of the piers to the home and the piers to the support pad (footing).

The connections must be accomplished without modification of the home or the pier. The use of a listed pier that is designed for mechanical connections meets this requirement. The final installation must not separate or slide in the event that the home is subjected to horizontal loads from any direction and/or to vertical loads upward or downward.

If a listed pier does not incorporate a mechanical means of attachment, you must provide one, without modification to the home or the pier.

Mechanical connection to the home must be fabricated of steel not less than 1/8" thick, not less than two inches wide and two inches long and conforming with ASTM Standard Specification D3933-91, Standard Specification for strapping and flat steel. Fasteners used, as part of the mechanical connection cannot be smaller than 3/8", grade 5 bolts, nuts and lock-washers. Mechanical connection at the centerline between each transportable unit of a multi-section home must be with 1/4" lag bolts or wood screws that connect the pier to a wooden structural member of the floor. The means of mechanical connection to the pad (footing) must be fabricated of corrosion resistant components.

DETERMINING WIND LOAD

Determine the **square footage** of the **exterior sidewall**. Exclude skirting from this calculation. On homes with pitched roofs, determine the **square footage** occupied by the **plane of the roof**. **Divide** this amount in half and **add** it to the square footage of the sidewall. **Multiply** your total square footage **by the design load or 15**, (pounds per square foot) which ever is greater. This will provide the **final figure** to determine the **number of tiedowns** to be installed on **each side of the home**.

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RECORDING REQUESTED BY:

SACRAMENTO COUNTY BUILDING INSPECTION 9700 GOETHE ROAD. SACRAMENTO, CA 95827

AND WHEN RECORDED MAIL TO:

HCD FORM 433(A)

SACRAMENTO COUNTY BUILDING INSPECTION 9700 GOETHE ROAD. SACRAMENTO, CA 95827

SPACE ABOVE THIS LINE FOR RECORDER USE ONLY

Notice of Manufactured Home (Mobile Home) or Commercial Coach, Installation on a Foundation System

Recording of this document at the request of the local agency indicated is in accordance with California Health and Safety Code Section 18551. The document is evidence that such local agency has issued a certificate of occupancy for installation of the unit described hereon, upon the real property described with certainty below, as of the date of recording. When recorded this document shall be indexed by the county recorder to the named owner of the real property and shall be deemed to give constructive notice as to its contents to all persons thereafter dealing with the real property.

				SACKAN	AENTO COU	NTA RAITAINA	G INSPE	CHU
Real Prope	erty Owner			Local Age		ermit and Certific		
Mailing Ad	ddress			Mailing A		-		
				SACRAM	MENTO SA	CRAMENTO	CA	9582
City	County	State	Zip	City	Co	ounty	State	Zip
Installation	Mailing Address, If D	Different		Building l	Permit No.	Teleŗ	ohone Nu	mber
City	County	State	Zip	Name of Enforcement Agency Official Date		e		
Unit Owne	er (If also property own	ner, write "SAME"))	Signature	e of Enforcemen	nt Agency Offici	al Dat	e
Mailing A	Address			Dealer Na	ame (If not a D	ealer sale, write	"NONE")
City	County	State	Zip	Dealer Lie	cense Number			
UNIT DES	<u>SCRIPTION</u>							
Manufactu	rer's Name		Date of M	anufacture		Model Name /	Number	
Serial Nun	nber(s)		Length x	Width		Insignia/Label	l Number	(s)
Assessor's	Parcel Number	HCD Regist	tration Deca	l Number	Manufactu	rer Certificate of	Origin N	umber
Real Prope	erty Legal Description							

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MANUFACTURED HOME (MOBILEHOME) OR COMMERCIAL MODULAR INSTALLATION ON A FOUNDATION SYSTEM

HCD FORM 433(A)

The original and three (3) copies of this form are to be completed with all available information at the time a building permit is issued for the installation of a manufactured home (mobilehome) or a commercial modular on a foundation system pursuant to Section 18551(a) of the Health and Safety Code. In addition, the enforcement agency may obtain a title search printout from the Department of Housing and Community Development's (HCD) Registration and Titling Program. The information on the title search should be compared to the information shown on the surrendered HCD Certificate of Title or DMV pink slip(s) and registration card(s). This will ensure that the most recent ownership and registration documents have been submitted to the enforcement agency and that the registered owner owns the manufactured home, mobilehome, or commercial modular free of any liens or encumbrances. Where the title search indicates a recorded legal owner or junior lienholder, or both, evidence should be provided to the enforcement agency that the legal owner or junior lienholder, or both, have been paid in full or that the legal owner or junior lienholder consent to the attachment of the unit upon the satisfaction of their liens by the registered owner. For information on establishing a requestor account for obtaining title search printouts on-line, please call (916) 323-9229 or via the internet: http://www.hcd.ca.gov/codes/rt/.

After the installation has been approved, and on the same day the certificate of occupancy has been issued, the enforcement agency shall record this form (completed in full) with the county recorder's office.

Upon recordation, the enforcement agency shall transmit a recorded copy of this form, a copy of the certificate of occupancy, fees collected in the amount of \$11 per transportable section, and (if unit currently titled as personal property) all applicable titles, certificates, license plates or decals to:

Department of Housing and Community Development Division of Codes and Standards Manufactured Housing Section. Post Office Box 31 Sacramento, CA 95812-0031 Call (916) 445-3338 for general information or questions.

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NOTICE TO ASSESSOR

HCD 433(B) 4/86

THIS FORM MUST BE COMPLETED BY THE OWNER OF A MANUFACTURED HOME MOBILEHOME OR COMMERCIAL COACH AND FORWARDED TO THE COUNTY ASSESSOR UPON COMPLETION OF THE INSTALLATION OF THE UNIT ON A FOUNDATION SYSTEM PURSUANT TO SECTION 18551 HEALTH AND SAFETY CODE.

ORIGINAL PURCHASE PRICE FOR:

1. The Basic Unit \$	Type of Exterior Wall Covering:		(Metal, Woo	od, etc.)
2. Optional Equipment & Upgrades \$	Type of Roof Covering			
3. Subtotal \$		(Metal	, Wood, Con	nposition, etc.)
4. Accessories & Accessory Structures \$	Heating Type:	rced Air	☐ Floor	or Wall
5. Other (Specify) \$	Air Conditioning:	YES	□ NO	Tons
6. Delivery & Installation \$	Evaporative Cooler:	☐ YES	∐ мо	
	Built-in Cooktop:	☐ YES	□ №	
7. TOTAL SALES PRICE* \$	— Built-in Oven:	☐ YES	□ №	
	Built-in Dishwasher:	☐ YES	□ NO	
DOES THE BASIC PRICE INCLUDE:	Built-in Wet Bar:	☐ YES	\square NO	
The Towbar(s)	Refrigerator:	☐ YES	\square NO	
Tires & Wheels	Roof Overhang (Eaves):	☐ YES	\square NO	inches
Wheelhubs & Axle	Furniture Included:	YES	\square NO	Value \$
				(LENGTH X WIDTH)
LIST NUMBER OF ROOMS:	Carport:	☐ YES	\square NO	x
Bedrooms Dining Room	Awning:	☐ YES	\square NO	X
	Porch:	YES	\square NO	x
Bath Family Room	— Garage:	YES	\square NO	x
Kitchen Utility Room	Shortage Shed:	☐ YES	\square NO	x
Living Room Other Room	Skirting:	☐ YES	□ NO	LINEAL FEET
*The sales price as shown does not include any amount for a	any in-place location.			
The Assessor's Parcel number of the installation site is			_	
		Signatur	e	
			-	
		Address		

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Municipal Services Agency Building Inspection General Information: (916) 875-5296 www.bldginspection.org

4101 Branch Center Rd Sacramento 95827 Fax 916-854-9228

827 7th St • Room 102 Sacramento 95814 Fax (916) 854-9229 5229 Hazel Ave • Suite B Fair Oaks 95628 Fax (916) 854-9034

6015 Watt Ave • Suite 4 North Highlands 95660 Fax (916) 874-2632

DECLARATION IN SUPPORT OF MEDICAL HARDSHIP MOBILE HOME PERMIT (Please Print or Type)

_____, M.D., declare as follows: 1. I am a medical practitioner duly licensed to practice medicine in California. 2. _____, age ____, is a patient under my care since 3. Said patient is suffering from the following physical or mental disability: 4. The disability of said patient requires immediate supervision and care by a close relative for the following reasons (check as many as applicable): Patient is unable to self-administer prescribed medical treatment. Patient is unable to perform basic domestic chores (prepare food, maintain sanitary living conditions, etc.) Patient is unable to attend to own personal needs (dress self, bathe, maintain personal hygiene) without direct assistance. Other. Please specify: 5. The amount and type of care required by said patient as a result of the above disability is as follows: Please indicate frequency of care provided (e.g., several times daily, daily, every few days, etc.) 6. In my opinion, said patient's condition will require supervision and care to continue for the following period of time: I declare under penalty of perjury that I have read and understand the instructions printed on the reverse side this form and that the foregoing responses are true and correct. Executed at , California, on Signature of Physician Address

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Telephone

RECORDING REQUESTED BY: AND WHEN RECORDED, MAIL TO:

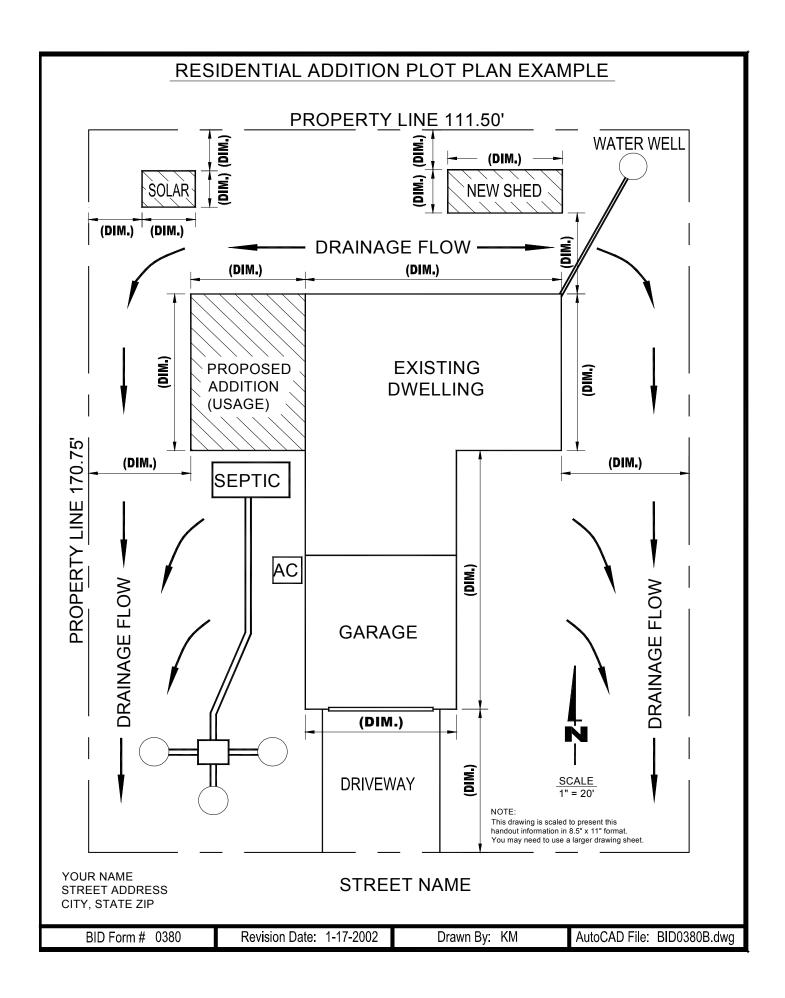
NAME STREET				
ADDRESS CITY				
STATE, ZIP				
· 	SPACE	ABOVE THIS LINE FOR I	RECORDER'S U	SE
			PER GO\ FOR THE	CORDING REQUESTED VERNMENT CODE 6103 E BENEFIT OF IENTO COUNTY
	•	COVENANT AND AGE		
		scribed real property, her	eby agree to be	e bound by the terms and y (attached hereto as Exhibit A
Legal Descript	ion:			
Parcel No.:				
Commonly kno	own as:			
		(address)		
Dated:				
				Owner's Signature
				Owner's Signature
STATE OF				
COUNTY OF				
instrument and (ies), and that b	l acknowledged to me tl	nat he/she/they executed te(s) on the instrument, the	the same in his/	, before me, (or proved to are subscribed to the within her/their authorized capacity the entity upon behalf of which
WITNESS my	hand and official seal.			
Signature				
	Notary			

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RECORDING REQUESTED BY:	
AND WHEN RECORDED, MAIL TO:	
NAME	
STREET	
ADDRESS	
CITY	
STATE & ZIP	
SPACE ABO	OVE THIS LINE FOR RECORDER'S USE
	ATISFACTION AND RELEASE COVENANT AND AGREEMENT
evidence of compliance of the terms and c	olitical subdivision of the State of California, upon satisfactory onditions contained in that certain Use Permit issued through the epartment, hereby releases and discharges that certain COVENANT
Dated:	
	_
Parcel No.:	
Commonly known as:	
Dated:	COUNTY OF SACRAMENTO, a political subdivision of the State of California
	by
	Building Official or Deputy
	by or
	byZoning Administrator or Deputy
State of California	Zonnig Minimistrator of Deputy
County of Sacramento	
On this day of	20 hefore me, the
undersigned a Notary Public in and for sa	, 20, before me, the id County and State, personally appeared
	and known to me to
be the persons whose name are subscribed the same in their authorized capacities and executed the same.	and known to me to to the within instrument and acknowledged to me that they executed that, by their signature, the entity upon behalf of the persons acted
	Notary

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Seal



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Municipal Services Agency Building Inspection General Information: (916) 875-5296 www.bldginspection.org

4101 Branch Center Rd	
Sacramento 95827	
Fax 916-854-9228	

827 7th St • Room 102 Sacramento 95814 Fax (916) 854-9229 Fair Oaks 95628 Fax (916) 854-9034

5229 Hazel Ave • Suite B

6015 Watt Ave • Suite 4 North Highlands 95660 Fax (916) 874-2632

Who is Authorized to Prepare Plans

Section 107 of the 2010 California Building Code indicates that the Building Official may require plans, computations, and specifications to be pre-pared and designed by an engineer or architect licensed by the State to practice as such.

In accordance with the provisions of the California Business & Professions Code, the plans, specifications, and calculations for all buildings and structures shall be prepared under the direction of and signed by a person certified by the State of California as a registered civil engineer or licensed architect. Structural and soils engineers are civil engineers with the authority to use their respective titles. Any person who practices electrical or mechanical engineering shall be registered accordingly in the State of California.

The following exemptions to the above requirements may be permitted, unless the buildings and structures are determined by the building official to be of an unusual nature where the structural stability or the safety of such buildings or structures is not evident to the Building Official. Engineering calculations and the signature of a registered engineer or licensed architect may be required in such cases.

Exemptions for Unlicensed Persons (Reference Business & Professions Code, Sections 5537, 5538, 6737.1, and 6745).

- 1. Any person, if conforming substantially to conventional framing requirements of the 2010 California Residential Code and Building Inspection approved framing charts, may prepare the following types of residential work:
 - a. Single family dwellings of wood frame construction not more than two stories plus basement in height.
 - b. Multi-family dwellings not more than two stories plus basement in height, having not more than four attached dwellings, and not more than four dwellings per lot, including not more than four attached row house dwelling units on separate lots.
 - c. Wood frame garages and other structures appurtenant to a. above.
 - Wood frame agricultural and ranch buildings unless the Building Official deems that an undue risk to the public health, safety, or welfare is involved.

Design documents (plans and calculations) for non-conventional elements that do not conform substantially to the 2010 California Residential Code and Building Inspection approved framing charts must be prepared by a licensed architect or registered civil engineer certified by the State of California. The documents for that portion shall bear the wet signature and information required of the licensee who is responsible for their preparation.

- 2. An unlicensed Certified Interior Designer or equally qualified unlicensed person may prepare plans and specifications for the following types of non-structural or non-seismic commercial interior additions, alterations, or tenant improvements in accordance with the provisions of the California Business & Professions Code:
 - a. Tenant spaces that are classified only as B and M occupancies or dining establishments.
 - b. Spaces where area separation walls and horizontal exits are not required.
 - c. Spaces in the building that are not being converted from residential use.
 - d. Tenant spaces that are not within historical buildings.
- Any unlicensed person may prepare plans and specifications for the following types of non-structural or non-seismic commercial interior additions, alterations, or tenant improvements in accordance with the provisions of the California Business & Professions Code:
 - a. Tenant spaces that require only one exit based on Table 1015.1 & 1021.2 of the California Building Code.
 - b. Tenant spaces that are classified only as B and M occupancies or dining establishments.
 - Spaces where area separation walls, occupancy separation walls, and horizontal exits are not required.
 - d. Spaces in the building that are not being converted from residential use.
 - e. Tenant spaces that are not within historical buildings.

Use of Exemption 2 or Exemption 3 is subject to approval of the Building Official. The Building Official may require plans, computations, and specifications to be prepared and designed by an engineer or architect licensed by the State to practice as such even if not required by State law.

4. Exemption for licensed contractors. (Reference B & P Code, Section 6737.3.) Contractors licensed in the State of California are not prohibited from designed mechanical and electrical systems of facilities for work to be performed by such contractor within the classification for which his/her license is issued. Nothing in this Section is intended to imply that a licensed contractor may design work that is to be installed by others.

Incomplete Plans:

Section 107 of the 2010 California Building Code indicates that plans and specifications must be of sufficient clarity to indicate the nature and extent of the work proposed and show in detail that it will conform to the provisions of the Code and all relevant laws, ordinances, rules, and regulations. Plans that are so lacking in clarity or detail as to be unacceptable will be referred back to the applicant for completion and/or clarification.

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Sacramento 95814	North Highlands 95660
Fax (916) 854-9229	Fax (916) 874-2632

Fire District Information

All plans must be submitted to the local fire district that has jurisdiction for your area. Typically 2 sets of plans are required by each Fire Department.

Agency Name	Address	Telephone/FAX
Courtland Fire District	154 Magnolia Avenue Courtland, CA 95615	(916) 775-1210 (916) 775-2161 FAX
Cosumnes CSD Fire Department	8812 Elk Grove Blvd. Elk Grove, CA 95624	(916) 405-7100 (916) 685-6622 FAX
Folsom City Fire District	50 Natoma Street Folsom, CA 95630	(916) 984-2280 (916) 984-7081 FAX
Herald Fire District	12746 Ivy Road Herald, CA 95638	(209) 748-2322 (209) 748-2363 FAX
City of Isleton Fire Department	Post Office Box 716 Isleton, CA 95641	(916) 777-7776 (916) 777-7780 FAX
Rio Vista/Delta Fire District	350 Main Street Rio Vista, CA 94571	(707) 374-2233 (707) 374-6324 FAX
River Delta Fire District (Outside Isleton City limits)	2360 Twitchell Rio Vista, CA 94591	(916) 777-8700 (916) 777-5732 FAX
Sacramento City Fire Department *	300 Richards Blvd. Sacramento, CA 95811	(916) 808-5006 (916) 566-3640 FAX
Sacramento Metropolitan Fire District	3012 Gold Canal Drive Rancho Cordova, CA 95670	(916) 859-4330 (916) 859-3717 FAX
Walnut Grove Fire District	14150 Grove Street (Station 96) Walnut Grove, CA 95690	Chris, Skyline Const. (415) 720-5236 (916) 417-4070 - Chief (916) 776-1214 - Office (916) 776-2878 FAX
Wilton Fire District	9800 Dillard Road Wilton, CA 95693	(916) 687-6920 (916) 687-8920 FAX

^{*} Sacramento City Fire Department requires 3 copies of plans. Appointments required.

• Elk Grove and Galt have consolidated into Cosumnes CSD Fire Department

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